

SECTION 4.2.10: CHILD CARE VACATION EXCHANGE. Vacation credits may be transferred by an employee to his/her spouse or Registered Domestic Partner (as defined in Section 1.1.3, Definitions) if the employee is married to, or a Registered Domestic Partner of, another employee in this unit and such couple are the parents of a child or are jointly adopting a child, for the purposes of maternity leave or child care purposes, in accordance with departmental policies, upon the request of both the receiving employee and the transferring employee and upon approval of the employee's appointing authority, under the following conditions:

- (a) Transfers shall be allowed between married couples or between Registered Domestic Partners in the Deputy District Attorneys Association only or in the Public Defender Association only for the purposes stated above.
- (b) The receiving employee is required to be absent from work due to the birth of a child or due to the joint adoption of a child or for child care purposes.
- (c) Each transfer must be for a minimum of eight (8) hours and in whole hour increments thereafter.
- (d) The total vacation credits received by an employee shall normally not exceed five hundred twenty (520) hours; however, if approved by his/her appointing authority, the total vacation credits may be up to one thousand and forty (1,040) hours. Total vacation credits in excess of one thousand and forty (1,040) hours will be considered on a case-by-case basis by the appointing authority subject to the approval of the Chief Administrative Officer.
- (e) The transfers are irrevocable, and will be indistinguishable from other vacation credits belonging to the receiving employee. Transfers will be subject to all taxes required by law.
- (f) The transfers shall be administered according to the rules and regulations of the Deputy Chief Administrative Officer/Auditor & Controller and made on a form prescribed by the Deputy Chief Administrative Officer/Auditor & Controller, approvals of the receiving and donating employees and the appointing authority will be provided for on each form.
- (g) Transferred vacation credits will be converted according to the following formula:

$\frac{\text{Donated Hours} \times \text{Donor's Hourly Pay Rate}}{\text{Recipient's Hourly Pay Rate}}$	= Hours Received
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Eligible Classes. Classes Designated AM, AS, DA, PD and PM.

(Added 09/26/97, Ord. No. 8832)
(Amended 07/03/98, Ord. No. 8930)
(Amended 12/04/01, Ord. No. 9405)
(Amended 01/18/08, Ord. No. 9912)
(Amended 01/10/14, Ord. No. 10314)